

CURRICULUM VITAE

I. IRSHATH AHAMED

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OBJECTIVE

To be a competitive individual seeking for a position in a company that will allow me to apply and enhance my skills as an **ACCOUNTANT / ADMINISTRATOR / DATA ENTRY OPERATOR** or any other similar position with a professional environment, which will allow me to further utilize my existing skill and enable to acquire new abilities.

EDUCATIONAL QUALIFICATIONS

- ✚ **Bachelor of Commerce (B.COM) in "Sathakathullah Appa College",** Tirunelveli, Tamil Nadu, India
(Academic year 2009 - 2012.)
- ✚ Certificate In Computerized Accounting (CCA)

COMPUTER SKILLS

- Operating Systems : MS-Dos, Windows'95, 98, 2000,
- Accounting Packages : Tally-9.0 (ERP), Quick book Pro2015
- Packages : MS-Office 2003, 2007 & 2010 (MS-Word, Excel, Power point & Outlook)

PERSONAL INFORMATION

- ✚ Date of Birth : **October 26th, 1992**
- ✚ Nationality / Religion : Indian, Muslim
- ✚ Marital Status : Single
- ✚ Language Known : English & Tamil

PASSPORT DETAILS

- Passport Number : N 8841455
- Place of Issue : Madurai
- Date of Issue : 30-03-2016
- Date of Expiry : 29-03-2026

WORK EXPERIENCE

- From Dec-2017 to Dec 2020 :** Worked as “**ASSISTANT ACCOUNTANT**” with **POWERFLOW MIDDLE EAST LLC**, Ras Al Khaimah ,Dubai
- From July-2014 to Nov-2017:** Worked as “**ASSISTANT ACCOUNTANT**” with **KAFA CLOTHING PVT LTD**, Chennai, Tamil Nadu – India.
- From June-2012 to June-2014:** Worked as “**CASHIER AND DATA ENTRY**” With **KRISHNAA MARKETING**, Tirunelveli,Tamilnadu - India.

JOB RESPONSIBILITIES

- ❖ Monitoring all bank transactions, prepare Bank Reconciliation Statement (BRS), passing necessary bank related transaction at the end of the month.
- ❖ Preparing Account Receivables and Payables, review and generate monthly sales & collection reports, purchase & outstanding reports.
- ❖ Preparing Invoices daily & sending Monthly statement with age wise analysis to the Customers.
- ❖ Receiving Invoices & Statements from Suppliers and arrange vouchers with D.O. & LPO for payment.
- ❖ Maintain Petty Cash accordingly prepare expenses statement for Disbursement.
- ❖ Control the office cash receipts & payments in denomination basis, with appropriate documents.
- ❖ Follow up of employee’s monthly attendance sheet, prepare payroll & overtime for Staffs and Labors.
- ❖ Follow up of all bank related jobs for deposits, withdrawals & documents submission.
- ❖ Assisting Senior Account for preparing accounting reports for monthly closings and auditing.
- ❖ Verify Goods Receipt Voucher & Store Issue Voucher to maintain daily & monthly stock.
- ❖ Preparation of L.P.O., Invoices, Tenders, purchase and sales related documentations.
- ❖ Maintaining In-coming & Out-going Materials as per approved LPO and Delivery Order.
- ❖ Well versed in MS-Office (Word, Excel & Power Point) for Documents, Spread Sheets & Slides.
- ❖ Handling all kind of computer related jobs; Attending Customer enquiries;
- ❖ Performing all other works assigned by the superiors and managers.

SPECIAL PROFICIENCIES

- ✓ Knowledge of Type Writing in English (20 WPM)
- ✓ Strong sense of responsibilities on carrier.
- ✓ Self motivated, highly concentrated and can easily recognize the task.
- ✓ Can able to work under pressure and potentially report to the board.
- ✓ Having good communication and interpersonal skills.
- ✓ Well disciplined, proactive & responsible natured.